AMENDMENT NO. 1
MEMORANDUM OF UNDERSTANDING
FOR JOINT SUBMISSION
TO BOARD OF SUPERVISORS
REGARDING THE
SUPERVISING REGISTERED NURSE
EMPLOYEE UNIT

THIS AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING made and entered into this 15th day of March, 2011.

BY AND BETWEEN

Authorized Management Representative (hereinafter) referred to as "Management") of the County of Los Angeles (hereinafter referred to as "County)

SEIU Local 721, CTW, CLC (hereinafter referred to as "Union")

WHEREAS, on the 15th day of December, 2009, the parties entered into a Memorandum of Understanding regarding the Supervising Registered Nurse Unit, which Memorandum of Understanding was subsequently approved and ordered implemented by the County's Board of Supervisors; and

WHEREAS, as a result of mutual agreement, the parties desire to amend the #312 Memorandum of Understanding.

NOW, THEREFORE, the parties agree as follows:

1. Amend Article 7, Term, to change the termination date of the contract to September 30, 2012.

2. Amend Article 8, Renegotiation, to change all 2011 dates to 2012.

3. Amend Article 33 – Workplace Retraining, Section 1, paragraph 2, to reflect;

   - (2009-2010, 2010-2011, 2011-2012, July 1, 2012 to September 30, 2012)

4. Amend Article 51 – As appended hereto, to reflect;

   - additional 20 hours of County time beginning October 1, 2011, through September 30, 2012, for the purpose of meeting mandatory continuing education and/or certification requirements, including any unused hours from the prior 2009 – 2011 MOU.

5. This Amendment No. 1 to said Memorandum of Understanding constitutes a mutual recommendation to be jointly submitted to the County's Board of Supervisors, and this Amendment No. 1 will be effective when and if approved by said Board of Supervisors in the same manner provided in Article 3, which was applicable to the implementation of the original Memorandum of Understanding.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 the day, month and year first above written.

SEIU LOCAL 721, CTW, CLC

By_____
Marcus D. Hatcher, Director
Representation and Negotiations

COUNTY OF LOS ANGELES
REPRESENTATIVES

By_____
WILLIAM T FUJIOKA
Chief Executive Officer

TO BE JOINTLY SUBMITTED TO COUNTY'S BOARD OF SUPERVISORS

ARTICLE 48 NURSING EDUCATION

Section 1. Purpose

Management recognizes the importance of education and training programs. Such programs provide nurses with the opportunity to increase their knowledge of nursing science and standards and their application to nursing practice. In addition to the maintenance of licensure, education and training serve as recruitment and retention tools. Management will make every effort to standardize the training of RNs countywide.

Section 2. Orientation

A. There is a plan for orienting newly employed Registered Nurses to the objectives, purposes and structure of the department, the facility, programs, policies and procedures. Each unit, ward, service or specialty shall have an orientation plan.

B. Preceptors shall be made available to orient new employees.

Section 3. Continuing Education

Management shall allow the full-time permanent Registered Nurse a maximum of 40 hours of County time during the term of this agreement for the purpose of meeting mandatory continuing education and/or certification requirements. All 40 hours may be used by the RN in the contract period at the RN's discretion.

Management shall allow the full-time permanent Registered Nurse an additional 20 hours of County time beginning October 1, 2011 through September 30, 2012, for the purpose of meeting mandatory continuing education and/or certification requirements.

All 20 hours may be used by the RN in the prescribed period at the RN's discretion. Management shall allow permanent part-time Registered Nurses, who work at least 20 hours per week on a continuing basis, up to a maximum of 20 hours of County time not to exceed 20 hours in two years from the effective date of this agreement for the above-mentioned purpose.

Management shall allow permanent part-time Registered Nurses, who work at least 20 hours per week on a continuing basis, an additional 10 hours of County time beginning October 1, 2011 through September 30, 2012, for the above-mentioned purpose.

Programs approved by the Board of Registered Nurses (BRN), including home study, for continuing education units towards re-licensure study, for continuing education units towards re-licensure/recertification shall count towards meeting the County obligation of 40 hours (20 hours in the case of permanent part-time employees) and the additional 20 hours (10 hours in the case of permanent part-time employees) that begin on October 1, 2011 through September 30, 2012.

A. Management shall maintain a BRN provider number for continuing education.

B. Where the position requires mandated education/certification beyond 40 hours (20 hours in the case of permanent part-time employees) during the term of this agreement or beyond the 20 hours (10 hours in the case of permanent part-time employees) of additional hours provided beginning October 1, 2011 through September 30, 2012, additional mandated education hours shall be granted on county time.

C. If Management requires a Registered Nurse to take a specific class, including competency skills validation, it shall be taken on County time and, where feasible, on the shift the nurse regularly works. Management shall make appropriate arrangements for patient care while a Registered Nurse is attending class or participating in training.

D. The Employee shall make a request to attend the continuing education program in writing according to the unit/facility procedure for requesting time off for educational purposes.

E. 1. Management shall respond to the request in writing within ten (10) working days or fourteen (14) calendar days.

2. If an employee submits a request 45 days in advance of the class, time off will be granted. Due to safety concerns that must prevail in the Sheriff's Department, such time off requests will be granted contingent upon the number of pre-scheduled absences, such as vacations, CEUs, leaves that have been already granted during a scheduling cycle.

   In the event that two or more RNs within the same unit and/or service are requesting the same time off, priority will be given to the first request received. In the event two or more requests are received at the same time, seniority in the grade will be the determining factor.

3. Management shall not deny an employee the use of "T" or "CE" time based on the course content if the class is approved by the BRN.

F. Use of County-approved continuing education time shall be subject to the Registered Nurse providing acceptable validation, within forty-five (45) days, of completion of the approved continuing education event/home study/program.

G. During the initial RN probationary period, RNs will be allowed to take only those CEU classes that are relevant to their assigned work area.

Section 4. In-Service Education

Departments shall establish written plans for regular in-service education for Registered Nurses. Plans are designed to prepare Registered Nurses for new assignments, new technology, and changes in programs, policies and procedures.

A. In-service programs where applicable, shall include but not be limited to, accreditation and licensing requirements, and all other relevant regulations and laws, clinical topics and information systems.

B. Every reasonable effort will be made to provide in-service education for Registered Nurses on their assigned shifts. In-service education shall be on county time and nurses shall be relieved of direct patient care duties throughout the session. Management shall make appropriate arrangements for patient care while a Registered Nurse is attending class or participating in training.

C. RN competency will be validated before they are expected to independently perform new skills.

D. RNs will be allowed reasonable time to read written educational materials and ask questions before signing off on training.

Section 5. Training Programs

A. Management shall offer specialized training programs for the purpose of providing staff development, promoting retention, and preparing Registered Nurses to meet the evolving needs of the County patients. Every reasonable effort shall be made to release Registered Nurses to attend such classes or programs on County time.

B. Training programs offered by the facility/service shall be posted.

C. Applications for programs shall be open to Registered Nurses who have successfully completed an initial probationary period and are rated competent or above on the current performance evaluation.

D. Priority consideration for acceptance into specialized training programs shall be given to those Registered Nurses currently working in the area of specialty, with secondary consideration given to those applicants who have been accepted for transfer into the area of specialty. In all cases, the Registered Nurse shall work in the area of specialty for a period of at least twenty-four (24) months following the successful completion of the training program.

E. The Registered Nurses' Committee at each facility/department, in collaboration with their respective in-service/education departments, will develop scope and content of training programs that are relevant to or meet the specific needs of the

facility/departments. The criteria for such programs will comply with standards for education as determined by community standards, governing accrediting and/or regulatory agencies, and organizational policies/procedures.

Section 6. Tuition Reimbursement

A. Where funding is available, the County shall maintain a tuition reimbursement program for Registered Nurses to advance their education related to effective performance of the work of its departments. (County Ordinance, Title 5, Chapter 5.52.)

B. For Registered Nurses enrolled in educational programs, Management and the employee shall mutually agree to accommodations that meet both the employee's program needs and the needs of the service.

Section 7 Adjustment of Workweek for CE Programs

If the needs of service are not negatively impacted, Management shall make every effort to adjust employee's workweek to include attendance at approved continuing education programs when such training falls on a Saturday and/or Sunday, regular day off or at a time that is outside of regular work hours. Such change shall not constitute an incurrence of overtime, night/evening differential, nor meet the definition of a weekend differential.

Section 8. Training Programs for RNs Assigned to an Emergency Room, Operating Room or Critical Care Unit

For a permanent Registered Nurse who has passed his/her initial probationary period and is assigned on a full-time basis to an ER, OR or Critical Care Unit, Management shall make every effort to:

A. Enroll the RN into the applicable Los Angeles Training Program or an equivalent program which will be attended on county time contingent upon the RN's successful completion of established prerequisites and available training slots.

B. Adjust the RN's work schedule to accommodate his/her participation in the applicable Los Angeles County Training Program, or equivalent program.

Section 9. Training of Registered Nurse Preceptors

Management will make every effort to provide a RN preceptor training program.

Preceptors shall conduct weekly meetings with the preceptee to review his/her progress.

A non-county Registered Nurse shall only be utilized as a preceptor in the event that a permanent county employee is not available.

Section 10.

DHS Registered Nurses shall be provided with an appropriate amount of county time to prepare for competency skills validation testing.